

Most Immediate

Office of the Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt-110 010

No. AN/I/1058/SPARROW/14

Date: 10 July 2017

To

All IDAS officers
All PAR Managers/ Custodians

(Through CGDA's website)

Subject : Completion of APARs in "SPARROW" for the year 2016-17.

Reference is invited to this HQrs. Office letter No. AN/I/1058/Sparrow/13 dated 15th June 2017 wherein it was enjoined upon all IDAS officers to take timely action in completion of APARs as per timelines prescribed earlier.

2.1 It is noticed that substantial progress has been made in the matter. However, quite a few officers have still not submitted their self-appraisal. In such cases, **PAR Managers/ Primary Custodian shall immediately generate an alert** through SPARROW (SMS as well as email) for submission of self-appraisal by such officers to the Reporting Officer with the following message:

"It is noticed that self-appraisal has not yet been submitted by you. Kindly submit the same by 13th July 2017 to your Reporting Officer failing which your APAR shall be forwarded to the Reporting Officer for Reporting without self-appraisal."

2.2 On failure of an officer to submit self-appraisal by 13th July 2017 to the Reporting Officer, the PAR Manager/ Primary Custodian shall **"Force Forward"** the same in SPARROW to the Reporting Officer.

3. The Reporting Officer are also requested to take immediate action for the APARs pending with them and submit the same to Reviewing Officer.

4. It is of utmost importance to adhere to the timeline prescribed for completion of APARs, as every activity is being recorded in the SPARROW. Delay on part of any of the officers may be reflected in the next APAR of the concerned officer, which may have an effect of an adverse entry. All the officers are, therefore, again enjoined upon to complete the APARs in SPARROW as per schedule.

5. It may also be kindly noted that APARs for the year 2016-17 are to be completed in SPARROW only and no physical APAR be initiated.


(Sham Dev)
Joint C.G.D.A.(Admin)